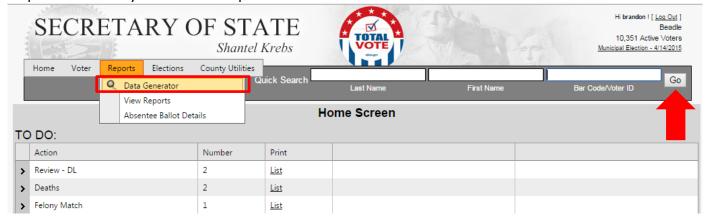
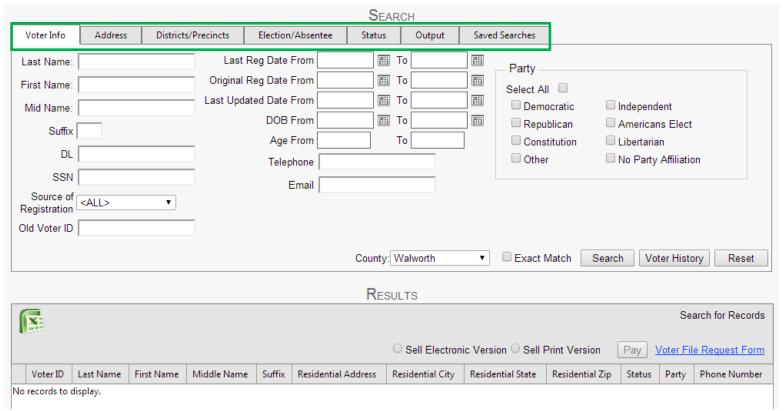
How to Create and Sell a Voter List

Go to the "Data Generator" page under the 'Reports' tab (red box). An alternate route to the "Data Generator" page is by clicking the "Go" button (red arrow) at the top right corner of the page. Both options will take you to the same place.



You will arrive at the page below. From here, you can generate any report you need. Use the tabs at the top of the screen (green box) to search for any combination of information for your report.



FYI: When you perform a search on this page, the results are already defaulted to show all registered voters (with both Active and Inactive status) within your County. Also, for the purpose of selling lists,

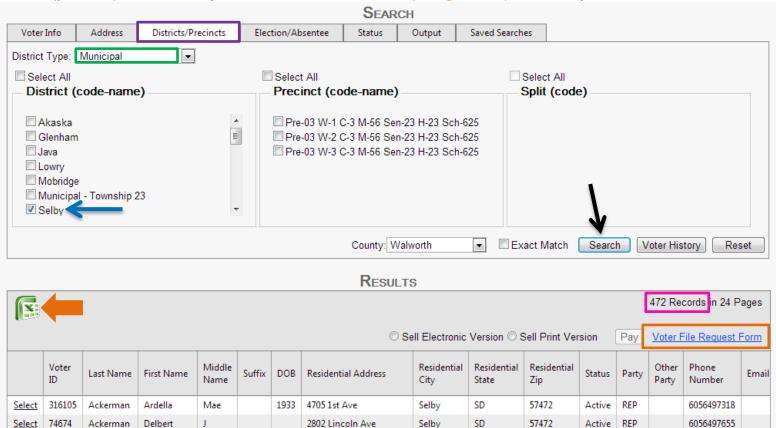
voters' private data (such as their SSN, DL#, and full DOB) are hidden. Lastly, the list will default to alphabetize voters by their last names. If you need to change these defaults for any reason, you will learn how to change those defaults on pages 5-6 of this user manual.

Take note of the "Voter File Request Form" (orange box below). Every customer that buys a voter list should fill that out and submit it to your office. The form not only states the fees for buying South Dakota voter lists, but also includes a clause that they cannot use or sell a list for commercial purposes. You will want to print off and retain a copy of their signed form for your records.

For this example, I am going to generate (and sell) a voter list of all the registered voters from the town of Selby, SD.

Below, I have brought up the 'Districts/Precincts' tab (purple box). I chose 'Municipal' from the 'District Type' drop-down box (green box). Then, I put a check-mark in the box next to 'Selby' (blue arrow). That is all I need to do. Now, I click the "Search" button (black arrow).

Immediately, 472 voters (active and inactive) appear in the Results list at the bottom of the screen (pink box). I can now export the list to Microsoft Excel (orange arrow) to save or print.



Now that we have created this report, let's look at more options on how to display the information.

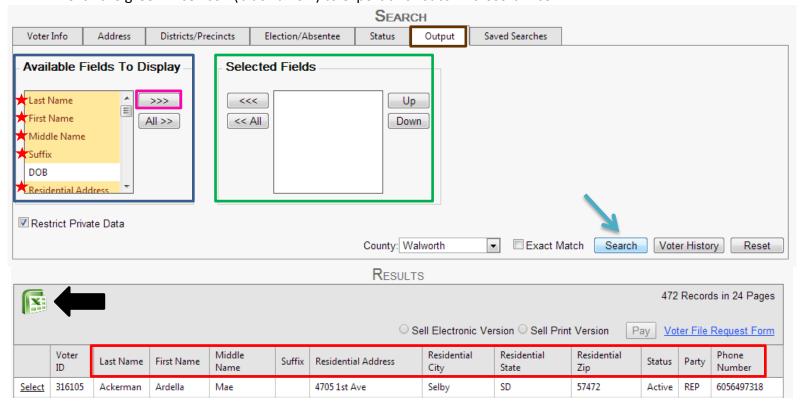
LIMITING INFORMATION ON A VOTER LIST

Right now, the search results will provide you with every available field of voter data in TotalVote, except for the restricted data (last four numbers of the SSN, Driver's License number and the month and day of the date of birth). However, if you are selling a voter list, you probably want your list to contain only certain pieces of voter information. Below, I will create a voter list that will include only the following pieces of information:

- Full Voter Name (First, Middle, Last, and Suffix)
- Residence Address (City, State, and Zip)
- Status
- Political Party
- Voter Phone Number

I can control this from the "Output" tab (brown box). When on the Output tab, all available voter information fields are in the left "Available Fields to Display" (blue) box. Since I only want the information I just listed above, I click on the fields I want (red stars). After I have clicked on them, they are highlighted to show I have selected them. (I can click on multiple fields at a time by holding down the "CTRL" button on my keyboard.) When I am done making my selections, I click on the ">>>" arrow button (pink) in the middle to move these selections to the "Selected Fields" box (green).

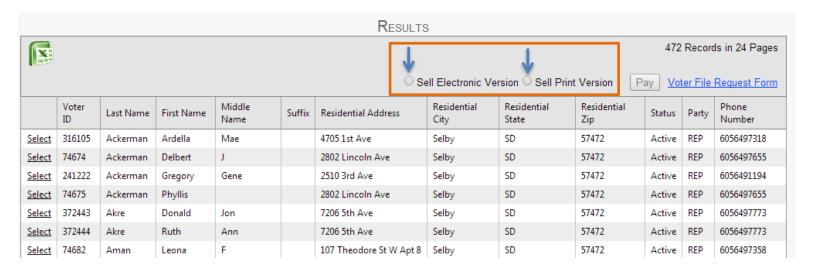
After those fields are moved into the "Selected Fields" box, click the 'Search' button again (teal arrow), and your report will refresh. Now my report will only display those fields. See how my results only display those columns (red box)? That is exactly how my report will appear when I sell it. Click the green Excel icon (black arrow) to export this list to Microsoft Excel.



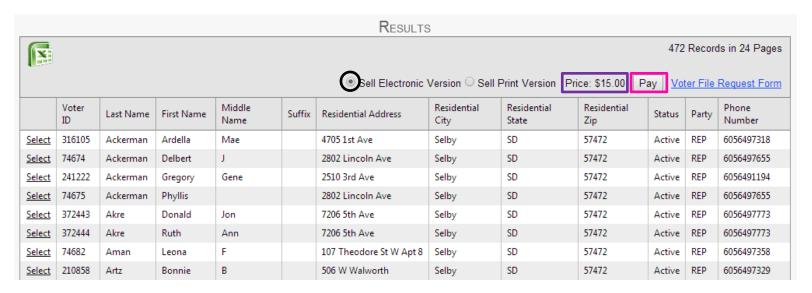
PAYING FOR A VOTER LIST

The last step of selling a voter list is processing the payment. This functionality is built into TotalVote for your (and the customer's) convenience.

Above the list of results, you can choose to sell the customer either an electronic or a printed list (orange box).



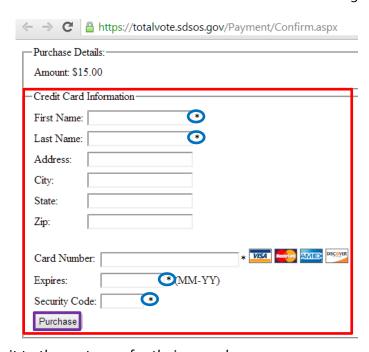
I want to sell an electronic version of this voter list. Therefore, I choose "Sell Electronic Version" (**black** circle). As soon as I've made a selection, the page will automatically refresh, the correct price will generate (**purple** box), and the "Pay" button (**pink**) will become activated. The prices that display have been recently updated according to the price of voter lists set by the South Dakota State Board of Elections and is mandated through <u>Administrative Rule 05:04:06:09</u>.



Now that you have chosen *which* version of the list to sell, and *how much* the list costs, you are ready to process the payment. Click the 'Pay' button to proceed.

When you click on the "Pay" button, you are taken to the page to the right to process the payment. You can **only** accept one form of payment for a voter list: <u>credit card</u> (info in <u>red</u> box). **Do not accept cash as payment for a voter list.** The fields with an asterisk * (blue circles) are required fields for each payment option.

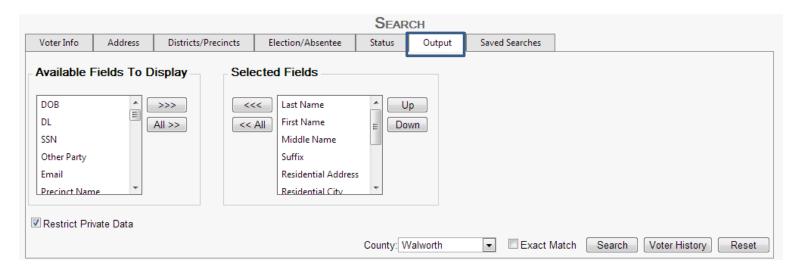
After you click the "Purchase" button, (purple box to the right), you will be directed to a page with a receipt. You can print the receipt and give it to the customer for their records.



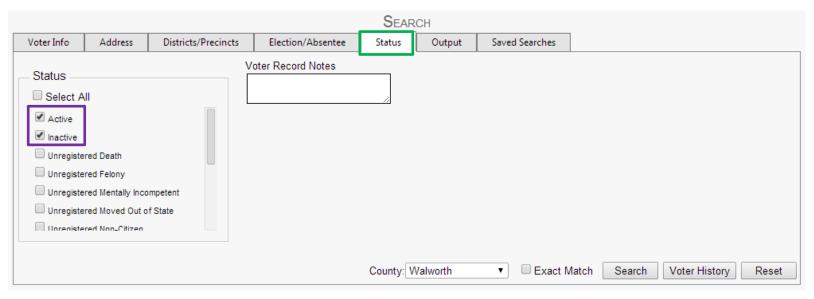
Miscellaneous

As mentioned on the first page of this User Manual, there are a few defaults that are in place every time you run a search in the Data Generator.

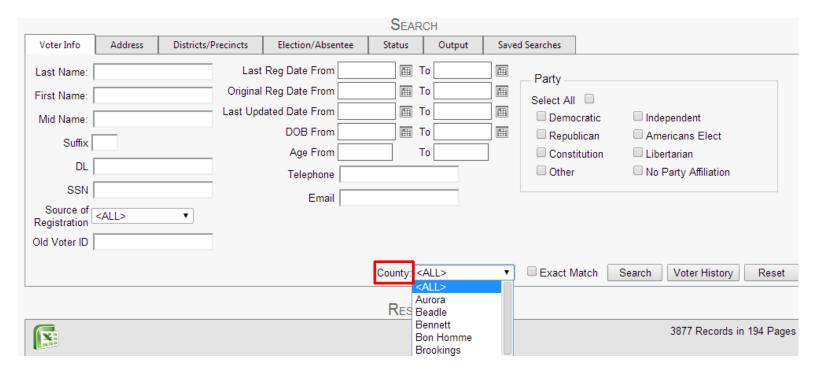
1) Private Data is always restricted. This functionality hides voters' full dates of birth, as well as their SSNs and DL#s. You should never sell a voter list with this data, but if you ever need to display those fields for some reason, you will need to go to the Output tab (blue) and remove the checkbox from the "Restrict Private Data" option (red).



2) The voters that display are defaulted to only Active and Inactive voters. If you ever need to create a list of other voters (deceased, felons, or under 18 registrations), you can do this from the Status tab (green). From here, you can remove the automatic checkmarks from the Active and Inactive voters (purple), and put checkmarks in any other type of Status.



3) Your reports will always default to just search for the voters in **your** County. However, if you need to search another county for a voter, you can make that selection from the "County" drop-down box (red). If you ever need to perform a statewide search for an individual, you can choose "<ALL>" counties from the top of the list.



4) When your Results are displayed at the bottom of the screen, your voters are always defaulted to display in alphabetical order by their Last Name. However, you can change the way the results appear by clicking on any column heading (pink). Below, I have clicked on the 'Party" column (blue). Now, the entire list is rearranged alphabetically by political party.

